



CONTRACTUAL POSITION – NO BENEFITS

ACCOUNTANT ADVANCED
ANNOUNCEMENT MPAS #1
HIRING RANGE \$19.20 - \$24.86
Equivalent to Salary Grade 16

Closing Date: January 4, 2010

The Maryland State Retirement Agency has an opening for an Accountant Advanced position. Primary function of this position includes efficient and accurate maintenance of the general ledgers for cash receipts and disbursements, accounts receivable and payables, and accurate determination of assets, liability, equity accounts and monthly financial reporting in accordance with GAAP. Duties include reconciliation of the general ledger and assisting with the year-end closing process. Candidate must have strong analytical skills, excellent organizational skills and good oral and written communication skills.

Minimum Qualifications:

Education: A Bachelor's degree in Accounting from an accredited college or university or a bachelor's degree from an accredited college or university with 30 credit hours in Accounting and related courses, including or supplemented by three credit hours in auditing.

Experience: Three years of experience examining, analyzing and interpreting accounting systems, records and reports by applying Generally Accepted Accounting Principles (GAAP).

- Notes:
1. Applicants who have met the requirements for admission to the CPA examination prior to July 1, 1974 will be considered to have met the educational requirement referenced above.
 2. Possession of a certificate as a Certified Public Accountant or a master's degree in accounting from an accredited college or university may be substituted for one year of the required experience.
 3. Applicants may substitute one year of professional auditing experience for one year of accounting experience.

Preferred Qualifications:

Two years of experience with reconciling, compiling and maintaining the general ledger, year-end close process and experience preparing monthly, quarterly and annual reports. Applicants must have experience with Microsoft Office Suite specifically Excel and Word.

Due to the confidential nature of the work, selected candidates must undergo and pass a background check.

How to Apply:

Send a Maryland State Application (MS 100) to: Maryland State Retirement Agency, Attn.: Office of Human Resources, 120 East Baltimore Street, Baltimore, Maryland 21202, Accountant Advanced # MPAS 1. Applications may be obtained by calling 410-625-5539 or download from www.dbm.maryland.gov. **Resumes are not accepted and will not be substituted for any part of the application. Applications must be received by close of business January 4, 2010. For education obtained outside the U.S., you will be required to provide proof of the equivalent American education as determined by a foreign credential evaluation service. This evaluation must be submitted with your application.**

POSTED 12/16/09